

Affidavit Required per SMC 10.82.020.D

I, the property owner of _____, hereby, under penalty of perjury, swear that I
Property address
have notified all adjacent neighbors (property owners and tenants as applicable, names and addresses listed below), including those located across a public street or right-of-way, of my project and related application on _____ using the required language on the "Form of Letter to Adjacent
Date letter to neighbors sent
Neighbors," and a copy of my letter is attached to this affidavit.

Staff has determined that properties which are "adjacent" and "those located across a public street or right-of-way," are at minimum all properties within 100 feet of the subject property. Staff will provide a list of addresses for you to use.

☐ I have attached the list of names/addresses, provided by staff who received the letter to this affidavit.

☐ I have attached a copy of my letter to this affidavit.

Printed Name: _____ Date: _____ Signature: _____

Form of Letter to Adjacent Neighbors:

[Date]

Dear _____

I own property at [property address] in Sausalito. I currently have applied to the City of Sausalito Planning Division for a Zoning Permit to [insert project description]. The Planning Division staff determined on [insert determination date] that my proposed project does not have the potential to impact any views. Once Planning Division staff approves my Zoning Permit there is a 10 day period during which any party may appeal Staff's decision to approve the permit. Contact the Planning Division at (415) 289-4128 for more information about the permit I've submitted or the process for filing an appeal. Within 24 hours of Planning Staff approving my permit they will post a 8-1/2"x11" notice at the front of my property.